Computer Security Awareness and Security
Lesson Plan

Time Required: 1 Hour

Workshop Objectives:

Upon completion of this module, participants will be able to:

1.   Describe the current DOL technical environment
2.   Discuss the various tools available
3.   State their responsibilities in computer security

Resources Needed:

   Materials:
         Handouts: Dos and Don'ts of Computer Security
                        Key Points to Remember About Computers
                        Electronic Records Definition
                        Contact Lists for:
                              DOL Records Officers
                              Agency Microcomputer
                              Agency Computer Security Officer

   Equipment:
         Video: *Don't Get Hung Up On Computers*
         VCR
         Monitor/TV
         White board or Projection Screen
         Computer with Lotus Freelance Graphics 96/Screenshow Presentation File
         Projection Equipment (e.g., LCD Plate, In Focus)

I.   Introductions and Objectives

A.   Presenter(s)
Introduce yourself, giving details about your current position and any past experience that relates to this workshop. Welcome the participants to the workshop.

B.   Objectives of Session
State the objectives of the workshop.

II.   DOL Technical Environment

A.   Various Local Area Networks
There are several different LANs at DOL

B.   Agency Dependent
Which agency you work for will determine which environment you will conduct your work in.

III.   Tools and Applications

A.   Program Types Available
Each LAN will have similar types of programs, but different specific software.

1.   Operating System
DOS, Windows, or Windows 95

2.   Electronic Mail
Exchange, GroupWise

3.   Word Processor
WordPerfect, MS Word

4.   Spreadsheet
Excel, Lotus 1-2-3

5.   Internet & Intranet
Some use Netscape or Internet Explorer to access the Internet. Our Intranet is called LaborNet and is available only to DOL employees.

B.   Training possibilities
        Some agencies offer materials, internal training classes, CBTs and help desks, as well as outside classes.

C.   Microcomputer Contact
        To find specifically what your agency has to offer, contact your microcomputer contact person. See handout.

IV.   Appropriate Use of Equipment and Tools

A.   Guidelines
        Government use only

B.   Electronic Records
        Record created using a computer

   1.   Guidelines
           Treat electronic records like paper records, subject to FOIA and judicial disclosure requirements.

   2.   Records management contact
           For guidance on what an electronic record is, contact your records management contact. See handout.

V.   Computer Security

A.   What is Computer Security?
        "The protection of sensitive information and computer assets against threats to computer system vulnerabilities through the use of countermeasures".

B.   Employee Responsibilities
        Computer Security is the responsibility of the user of the equipment.

C.   View computer security video "Don't Get Hung Up On Computers," 17 min.
        Review the responsibilities of the user, what to do and what not to do regarding computers.

D.   View Freelance Screenshow on computer viruses
        A screenshow explaining what a virus is, how we get them, and what to do if your machine has one.

VI.   Conclusion

A.   Review Dos and Don'ts of Computer Security
Review handout of what not to do regarding computers.

B.   Questions & Answers
Respond to questions from the audience.

Computer Security
12 Common Don'ts

1)   Don't assume information security just happens.

2)   Don't share your password.

3)   Don't tape your password around workstation.

4)   Don't go it alone, get help when you need it.

5)   Don't have food or drink near computer.

6)   Don't leave the computer on and unattended.

7)   Don't use the computer for personal business.

8)   Don't leave sensitive printouts lying around.

9)   Don't have automated information only in one place.

10)   Don't copy licensed software or use copies someone else has made.

11)   Don't treat all automated information the same.

12)   Don't assume data and equipment are protected.

Key Points to Remember

- **Protect Your Equipment**
  Keep your equipment in a secure environment.
  Keep food, drink and other hazards far away from your equipment.

- **Protect Your Area**
  Keep unauthorized individuals away from your equipment and data, challenge strangers.

- **Protect Your Files**
  Always prevent unauthorized access to your files and data.

- **Protect Against Computer Viruses**
  Never use unauthorized software.

- **Lock Up Your Storage Media**
  Don't leave storage media lying around.

- **Make Back-ups of All Data**
  Always keep back-ups of your programs in a secure location.
  Back-up data frequently.

DOL Agency Computer Security Officers

AGENCY	CONTACT	PHONE #	ROOM #
ALJ	Tom Main	565-5638	TW - 4025
ARB	Pam Horton	219-4728	54309
ASP	Charlotte Toney	219-6094	FPB - S2218
BLS	Dave Miller	606-7569	PSB- 5110
BRB	Vacant		
ECAB	Lora Yancy	401-8600	Reporters - 300
ESA	Ed Grzegozewski	219-9664	FPB - N4402
ETA	Pete Brunner	219-0133	FPB - S5307
ILAB	Kay Crutchfield	219-4568	FPB - N1301
MSHA	Earl Turner	303-231-5475	Denver Region
OASAM	Doris Carter	219-4568	FPB - N1301
OIG	Don Sylvester	219-7943	FPB - S5508
OLMS	George Studds	219-8595	FPB - N5613
OIPA	Linda Adams	219-7344	FPB - S1032
OSBMA	Fred Trakowski	219-9154	FPB - C2318
OSHA	Maria Jones	219-7788	FPB - N3510
PBGC	Susan Silverzahn	326-4000 x 3706	- 5227
PWBA	Roel Gorena	219-8935	FPB - N5459
SOL	Mary Cline-Buso	219-6834	FPB - N2414
VETS	Bob Sacoman	219-8418	FPB - S1316
WB	Wynette Wilson	219-6606	FPB - S3305

Micro Computer Contacts

AGENCY	NAME	PHONE #	BUILDING	ROOM #
ALJ	Soto, Victor	565-5638	Techworld	4025
ASP	Toney, Charlotte	219-6094	Francis Perkins	S2218
BLS	Vernon, Carol	606-5916	Postal Square	2810
BLS	Jenkins, Vincene	606-7806	Postal Square	4040
BRB	Kravitz, Bob	565-7500	Techworld	5028
ECAB	Yancy, Lora	401-8600	Reporters	300
ESA	Branch, Napoleon	219-7854	Francis Perkins	N 4402
ETA	Brunner, Pete	219-0133	Francis Perkins	S 5307
ILAB	Crutchfield, Kay	219-6129	Francis Perkins	S 5503
MSHA	Jacobs, Barbara	703-235-138	Ballston Towers #3	622
OASAM	Saracco, John	219-4686	Francis Perkins	N 1301
OIG	Sylvester, Don	219-7943	Francis Perkins	S 5508
OPA	Adams, Linda	219-7344	Francis Perkins	S 1032
OSHA	Goedert, Cathy	219-7008	Francis Perkins	N 3509
PWBA	Schweizer, Diane	219-8935	Francis Perkins	N 5459
SOL	Cline-Buso, Mary	219-6834	Francis Perkins	N 2414
VETS	Sacoman, Bob	219-8418	Francis Perkins	S 1316
WB	Wilson, Wynette	219-6606	Francis Perkins	S-3305

Electronic Records

For many individuals the threshold question to consider when establishing record keeping requirements is:

What is an electronic record?

An electronic record is a record stored in a form that only a computer can process. Therefore, electronically recorded data that meet both of the following conditions are Federal records:

1. They are made or received by an agency of the United States Government under Federal law or in connection with transaction of public business; and

2. They are preserved or appropriate for preservation as evidence of agency activities or because of the value of information they contain.

Electronic records that meet the definition of "Federal" records should be destroyed and/or preserved in accordance with an approved agency records schedule or General Records Schedule. Electronic records warranting preservation as "Federal" records should be printed out and filed with related "Federal" records.

DOL Agency Records Officers

AGENCY	CONTACT	PHONE #	ROOM #
ALJ	Yvonne Washington	202-565-5330	TW-RM 4118
ASP	Eddy Porter	202-219-7928	FPB-RM S5508
BLS	Karen Nunley	202-606-6007	PSB-RM 2645
BRB	Robert Kravetz	202-565-7500	TW-RM 5028
CFO	Miriam Hills	202-219-6737	FPB-RM N3458
ECAB	Sabrina Middleton	202-208-1970	FPB-RM N2609
ESA	Dottie Chester	202-219-8447	FPB-RM-S3013C
ETA	Charles Steele	202-219-5429	FPB-RM-N4659
MSHA	Gregory Fesak	703-235-8378	BT#3 RM 735
OASAM	Cheryl Robinson	202-219-5096	FPB-RM N1301
OIG	Pamela Davis	202-219-4930	FPB-RM S1303
OIPA	Linda Kuhns-Adams	202-219-7344	FPB-RM S1032
OLMS	Ed Hiltz	202-219-6098	FPB-RM N5402
OSEC	Yvonne Simms	202-219-6019	FPB-RM S2523
OSHA	Jim Lemke	202-219-6308	FPB-RM N3618
PCED	Gregory Best	202-376-6200	1331, RM 300
PWBA	Pamela Rhodes	202-219-7222	FPB-RM 5668
SOL	Shirley Phillip	202-219-6846	FPB-RM N2431
VETS	Carie Timus	202-219-8421	FPB-RM S1316
WB	Trinice Clayborne	202-219-6593	TW RM S3305